



Horton Center Parent Camper Guide - Youth

Greetings Parents/Guardians and Campers!

Thank you for considering sending your child, or yourself, to Horton Center this summer. This guide has been developed to help parents and guardians prepare for time at Horton Center; and to help you and your child know what to expect and prevent miscommunications on policies and procedures when camp time comes. Changes and new policies are marked by an asterisk (*). We are always looking to improve our program and communication so if you have any suggestions please do not hesitate to contact us.

Faithfully,

Tim Hughes

Executive Director of Horton Center thughes@nhcucc.org

Welcome to Horton Center! Whether this is your first time at camp, or your twentieth, welcome. Horton Center is a ministry of the New Hampshire Conference, which is comprised of local churches. This profoundly beautiful place belongs to us all. We're partnering with pastors, lay leaders, and parents/guardians to reaffirm this ministry as an extension of your spiritual home. Horton Center's program and purpose is grounded in the mission of your local church. We are partners in ministry and no matter who you are, or where you are on life's journey, you are welcome here!

The mission of the New Hampshire Conference of the United Church of Christ Outdoor Ministries is to invite all God's children to experience Christian community in the natural world.



Horton Center is accredited by the American Camp Association.

Information on accreditation standards can be found at www.acacamps.org.

Camp Address June – August:
PO Box J, Gorham, NH 03581

Conference Address (Year round):
140 Sheep Davis Rd., Pembroke, NH 03275

Registration questions: Karen Steelhammer—Administrator 207-724-3200 karen@pilgrimlodge.org
www.hortoncenter.org

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About Your Child's Time at Camp

Leadership



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Camp Leadership - Deans: Each session at Horton Center is organized by volunteer leaders called deans. Most sessions have two deans who are responsible for recruiting their volunteer counselors and organizing the program and schedule. Because the deans and counselors at HC are volunteers there for your event only, they bring a fresh and exciting feel to each session. Shortly before your session is to begin, you will receive a letter from your deans either by email, or U.S. postal mail. This letter will describe the theme, outline special events, tell you special things to bring, and let you know of any deviation from information in this guide (for example, pick-up time.) Deans' letters are also posted online so if your event is getting close and you haven't received it, check online first, then give us a call.

Background checks: Deans are responsible for recruiting counselors for their session. Counselors are then screened and trained by the Horton Center staff. Background checks are performed on all adult deans, counselors and staff members. Counselors meet daily with the deans and a member of the HC staff to discuss camper issues and gain support for particular behavioral issues.

Supervision: Campers are supervised at all times. At each interval campers know what their options are and where they are supposed to be. Sometimes the volunteer counseling staff is in charge and at other times (ie: 'option time') the summer staff are supervising. There are some periods of informal socializing in the lodge or in the compound, but with adults close by. Campers are not allowed to wander the camp alone or without supervision and can be sent home for defying this regulation. Set shower times are supervised by an adult of the appropriate gender sitting outside the shower house within earshot.

Dropping off and Picking up

Camp Road: Please note that the camp road is steep and narrow in some places, but what awaits you at the top is well worth it! Take the road slow, 15mph or less, and make good use of the turnouts on the road. There will be a staff member at the bottom of the road to greet you and give you further instructions. The camp road is open for two way traffic. Please drive slowly!

Drop Off and Pick Up: Drop off and pick up times are posted in the camp brochure and online. Most sessions drop off between 2 and 4 pm on the first day and pick up is usually between 9:00am and 10 am on the last day. Any changes will be reported in a deans' letter. Please drive carefully and slowly on the Pinkham B and Horton Center road. Staff will assist the traffic flow.

Visitation: Parents, family members and friends of campers are cordially invited to visit during registration and departure only. At other times campers will be fully occupied and family and friends are asked to please refrain from visiting or calling by telephone.

Dropping off late/picking up early: Horton Center desires to create a community with all of its participants. Arriving late and leaving early creates gaps in that community that affect all participants. Therefore we expect campers to arrive at the designated time and to stay for the duration of the program. If you cannot make this commitment because of sporting events, vacations or other reasons, please cancel or reschedule your camp experience by calling us. Deposits are non-refundable. (Please note, a few parents with last minute issues like traffic have been concerned that their child would not be accepted if



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they were a bit late. This is not the case: This policy is about pre-planned missing of a portion of camp.) A camper will be released for his or her own medical health or in the event of a family emergency

At Camp

A Typical Day at HC: No two days are exactly alike and no two weeks have the exact same schedule. There are, however, rhythms to the day around which most sessions shape their program. Generally the framework of the program looks like this:

7:00 Wakeup bell and compound time

8:00 Breakfast

8:30 Cabin cleanup and chores

9:00 Morning Watch (short outdoor worship service and reflection time)

9:30 Faith Discovery Groups (small group) curriculum-based, group building challenges, worship planning

11:30 All camp games or compound/commons time

12:00 Lunch

1:00 Bunk Time (state mandated) nap or lay on the bed reading or writing; Mail delivery

2:00 Option Time (games, rock climbing, swimming, caving, archery, arts and crafts)

3:30 Ice Cream time

4:00 Option time (more activities led by counselors and staff)

5:30 Compound/Commons time (supervised unstructured play/hang out time)

6:00 Dinner and singing

6:30 Vespers (evening worship service often led by the campers!)

7:15 Evening Program

9:00-10:30 Shalom circle and bed time (earlier for younger campers)

***Camp Store, Ice Cream, and Store Accounts:** The camp store sells postcards and stamps, Horton Center T- shirts, hats, flashlights, memorabilia, and necessary items such as toothbrushes and combs. Started in 2013, all new Horton Center clothing is certified sweat-shop and child labor free! All proceeds from the Horton Center store go directly to support the ministry of Horton Center. No cash is accepted at the store during the week. Parents set up camper store accounts ahead of time online at ultracamp.com, or upon arrival. Credit Cards will be accepted. The account is drawn down during the week. On Saturday you can receive any change due, or choose to donate it to our Summer Mission Project, or donate it to



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Horton Center. Campers will also have the opportunity to buy an ice cream (a small cone) each afternoon for \$1.

Mission Project: Horton Center will participate in a summer long, camp wide mission project. Campers will take part in the mission project through hands-on engagement and learning, with an opportunity to give an offering from their store account.

U.S. Mail to Campers: Letters from home are encouraged. Please keep letters upbeat and do not focus on how much you miss your camper. Do not mail candy or food. Do not send any mail after Thursday's pickup. Address letters this way:

Camper's Name, Name of session (ie: "Middler II"), Horton Center, PO Box J, Gorham NH, 03581

Email to Campers: Email to campers is available through our online registration system, UltraCamp. Simply click on the "Email" icon on the UltraCamp page, on the upper left side to email your camper. These emails will be printed and delivered to your camper during bunk time daily.

Phone Calls and Off-Hour Emergencies: Phones are available for use by campers only in case of emergency. The camp office number is 603-545-9660. This is also the number to call in case of an emergency, but please refrain from calling outside of business hours (9am-5pm) unless it is an emergency. The camp director and staff are happy to check in with deans and counselors and give you a full report on how your camper is doing. Please do not ask to speak to your camper for non-emergency issues. Call the office during business hours to check in.

Cabin Request Policy: One of Horton Center's core purposes is to build community. For this reason, we arrange cabins in a way so that campers from different towns all across New Hampshire will get to know one another. We also recognize coming to camp for the first time can be full of uncertainty. Therefore, elementary (entering grades 3-6) and middler (entering grades 7-9) campers can request to be in the same cabin as one and only one friend on the registration form. The friend you request must also request you. Requesting bunkmates is not available for Senior High (entering 10-post grad) campers.

Pre-camp Visits: Parents and guardians concerned that their child is nervous or may become homesick can do some things to help the child prepare for camp. A visit to camp ahead of time is the best way for a child to know what to expect. Please consider visiting during our Open House, as advertised online and in our brochure. During Open House we will have a chance to do camp tours, worship together at Chapel Rock, eat lunch together and answer any questions you or your camper may have. If you'd like to schedule another time for a visit please contact us to arrange one. Coming to camp with a friend is another good idea that may reduce anxiety of first-time or nervous campers. .

Cell Phones Policy: Disconnecting from the world of electronics is a necessary part of camp community building. Campers are asked to leave their phones at home, or can ask the office to hold them for the week. Youth campers are not allowed to possess cell phones or other forms of electronic communication at camp and may be sent home if found possessing a cell phone. Parents have access to an emergency number (603-545-9660); we will call you if your child is experiencing a challenge in their



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adjustment to camp. Using cell phones as a watch or a camera is not an acceptable excuse for possession of cell phones at camp. One of Horton Center's main goals is to build community in the presence of one another. Among other issues, cell phones detract from truly being present to one another in the camp community. Camp is also an opportunity for your children and you as a parent to foster growth and resilience by trusting their primary care to the camp staff and counselor. Please don't give your child permission to break this rule: it is a confusing message and a precedent about how other rules apply to them.

Behavior: Certain behaviors deemed inappropriate, may result in a camper being sent home and the camper's minister being notified. These behaviors include, but are not limited to, fighting; hitting; biting; stealing; destruction of, or intrusion into, another's property; threatening another; defying a counselor or dean; refusal to eat; wandering from established program areas; sexual activity; possession or use of cell phones, possession or use of weapons, alcohol, marijuana, or illegal drugs; misuse, distribution or concealing prescription or non-prescription medication. Any camper sent home will be reaccepted for an Outdoor Ministries event only after consultation with the Executive Director of Horton Center.

Photographs and Publicity: By registering for camp, campers and parents agree that photographs taken of campers may be used for promotion by the New Hampshire Conference, United Church of Christ including, but not limited to: camp brochures, promotional slide shows, video presentations, CDs sold to campers, the Horton Center website and other Horton Center internet sites.

Tiered Pricing Information: Realizing that families have different abilities to pay, Horton Center has instituted a voluntary three-tier fee program.

Tier 1 is our historically subsidized range and does not reflect all costs of operating our summer camp programs and site.

Tier 2 more closely accounts for the costs of camp including wear and tear of building and grounds.

Tier 3 more closely reflects the value of attending camp without subsidies.

Please choose the tier that is most suitable for your family. All campers receive the same Horton Center experience regardless of what tier is chosen. For those families that cannot afford Tier 1 additional financial assistance is available to ensure that everyone has the wonderful opportunity to attend camp.

Scholarships: Many local churches have their own camp scholarship program. Please ask your pastor if such a program is available in your church. Additionally, partial scholarships are also available from the New Hampshire Conference UCC for members of United Church of Christ churches. Application for scholarships are in the back of this guide. Applications are due by May 15. Applications received after May 15 will be considered only if funds remain after on-time applications have been disbursed.

Theme and Curriculum: Horton Center will draw much of its program from the InsideOut Christian Resources for Outdoor Ministries. Some sessions rely more heavily on this curriculum than others depending on the volunteer leaders (or deans). The curriculum takes each theme and develops program ideas for age appropriate activities. Usually these themes and Bible verses are used during worship planning and "Faith Discovery Groups". Some deans weave the themes throughout the day.



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Medical Forms & Policies

Physical Exam and Health Form Requirements: Please mail the original to camp: Horton Center Health Form, PO Box J Gorham NH, 03581 at least two weeks prior to arrival.

NOTE: If sending before June 1, send to Horton Center 140 Sheep Davis Rd. Pembroke, NH 03275. Health forms are available online, or will be mailed by request. Please bring a copy with you to Horton Center.

EXAM: A physical examination is required by a licensed physician within the previous year.

WHICH HEALTH FORMS?

Parents fill out FORM 1 (3 pages), can be filled out online in UltraCamp

A doctor's signature is needed on FORM 2

Only those with inhalers, epi-pens, or other medications that must be kept on their person must fill out FORM 3, signed by both a doctor and a parent (New Hampshire State Law)

DOES MY CHILD'S SPORTS EXAM SUFFICE? A physical form signed by a doctor within the last year that clears the camper for school sports may be substituted for form 2 only. Parents still must complete FORM 1.

Medications: All medications (including non-prescription medicines) must be turned over to the camp nurse or designated trip leader at registration. Failure to surrender medications to the nurse will result in a camper being sent home without refund. Do not bring common over-the-counter medications such as Tylenol; these are available from the camp nurse. Medications should be in their original container and clearly marked with the camper's name, the name of the medication, and usage instructions. Unused medications are to be picked up at the end of the week. We recommend you speak with your doctor about your child remaining on medications prescribed during the school year while at camp.

Disclosure of Medical Conditions: In order for us to help your child have the best experience possible, the Camp Director needs to be aware in advance of any physical, emotional or behavioral needs a child may have. Special arrangements can be made. This information is shared only with those responsible for the care of your child.

Health Screening: A camp nurse or doctor will train staff members to perform a brief health screening upon arrival. This includes a few questions, and a check for evidence of head lice.

Health Care: A nurse is on duty during all youth camps, with standing orders from a doctor on call. We will attempt to reach parents if an illness or injury requires a visit to our on-call doctor's office or the emergency room. If we cannot reach parents, we will take the camper for treatment and continue to try to reach parents. Parents or guardians are responsible for health care costs should a camper need to be brought to our on-call doctor's office, pharmacy, or the emergency room. Invoices for such visits will be given to parents when they pick up their camper. Parents are responsible for payment directly to the health care provider. At the time the camper is picked up, parents will reimburse the New Hampshire Conference for prescription medication purchased on a camper's behalf.

Insect Repellent and Sunscreen: Lyme Disease and other insect-borne illnesses are a risk in any outdoor activity in the state of New Hampshire. Campers need to bring and apply appropriate, non-aerosol insect repellent. Exposure to the sun also carries risk. Campers need to bring and apply sunscreen with an



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SPF factor of at least 30 before outdoor activities. Please send only sunscreens and insect repellents in non- aerosol containers

(We know this isn't much fun to read, but my oh my it makes everyone's life easier!) **Policies and Procedures**

Open Registration Policy:

Anyone may attend Horton Center. Campers do not need to be a member of the New Hampshire Conference, United Church of Christ. Rules concerning acceptance and participation in all New Hampshire Conference Outdoor Ministry events are the same for everyone without regard to race, color, sexual orientation, gender, or national origin.

Payment & Refunds: There is no refund for campers sent home for illness, homesickness, or discipline. A non- refundable deposit of \$100 for week-long sessions and \$50 for shorter events is required with the initial registration. The balance is due June 10. We do not accept payment at camp. If payment is not received on time, campers may forfeit their spot to others on the waiting list. If a camper withdraws more than two weeks before the start of a session the deposit will be forfeited, while any additional payments that have been made will be refunded. If a camper withdraws two weeks or less before the start of a session the parent (or adult camper) will be responsible for the full camp fee; no refunds will be made. Please note there is a \$25 fee to switch camp sessions.

Open Invoices: Individuals with an unpaid balance from previous years will not be allowed to register until past balances are paid. Payments received will be used to pay open invoices from previous years and not toward registering for new events.

Event Cancellation: All events are subject to cancellation due to insufficient registration. If an event is cancelled, full refund of payments (including registration deposit) will be made. Confirmation notices will be sent after a registration is received and accepted. Online confirmation is by way of email.

Clothing: Clothing is a form of self-expression that the Outdoor Ministry Board affirms. We are happy with a variety of individual choices, but, for the sake of community and mutual comfort, we have guidelines to assist in choices. Age appropriate undergarments should be worn without being visible. Generally accepted levels of coverage are safe for outdoor activities and the range of temperatures. We do not allow the following on clothing: profanity; images or messages of a sexual nature; pictures of weapons or violent behavior; drug, alcohol or tobacco related material; or any item that degrades others. We may ask campers to change T-shirts that are offensive and explain the reasons behind such a request. It is our hope that everyone will understand the philosophy of mutual respect that inspires this policy and find it easy to comply.

Personal items: Campers are free to bring personal items such as musical instruments, (larger instruments usually are left in the lodge), cameras, and sporting equipment, provided their name is written on the item. The New Hampshire Conference, United Church of Christ is not responsible for lost, stolen or broken items. We recommend writing your name on all items, including clothing.

Camp No's: In order to keep everyone safe, happy and healthy, here are things just don't go at camp. Marijuana, illegal drugs, weapons, sexual activity, tobacco and alcohol are all prohibited at camp. Anyone



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possessing or involved in these will be sent home, and their parents/guardians and pastors will be contacted.

Fireworks: Fireworks are not permitted at Horton Center or at New Hampshire Conference Outdoor Ministries sponsored events. Anyone using or possessing fireworks will be sent home immediately and their parent/guardian and minister will be notified.

Smoking: All camps at Horton Center and Outdoor Ministry events are tobacco-free.

IT'S ALMOST TIME FOR CAMP!

A Quick Review for Children and Youth Sessions

Personal Items Policy:

Campers are free to bring personal items such as musical instruments, (larger instruments usually are left in the lodge), cameras, and sporting equipment provided their name is written on the item. The New Hampshire Conference, United Church of Christ is not responsible for lost, stolen or broken items.

The Camp Store

The easiest way to put money in your camper's store account is online, during or after registration. Usually \$20-\$30 is plenty for daily ice cream time, and to purchase momentos. If you haven't done so before, upon arrival you can also set up an account. Cash is only accepted at the store during drop off and pick up, not during the week.

Mission Project – We encourage campers to bring an offering for our mission project.



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Mail at Camp: You may send letters or post cards to your camper at camp.

PLEASE DO NOT SEND FOOD, SODA, OR CANDY

Camper's Name, Camp Session Name

Horton Center
PO Box J
Gorham, NH 03581

What to Bring:

- Casual relaxing clothes
- Warm clothes for cold days and nights Warm sleeping clothes
- Rain gear
- Shorts
- Jeans/pants
- Sweatshirts
- Bible
- Notebook or stationary and pen
- Bathing suit, a towel & shoes that can get wet
- Shower shoes
- Musical instruments
- 1 nice outfit for a dress up dinner (not too formal)
- Bathroom items in an easy to carry bag or Bucket (towels, washcloth, soap, Toothbrush, floss, comb/brush etc.)
- Sleeping bag and a sleeping pad (like a Thermarest)
- Pillow
- Comfortable sneakers/hikers, please NO FLIP FLOPS for safety
- Flashlight or headlamp
- Insect repellent (non-aerosol please!)
- Sunscreen (SPF 30 or more)
- 2 Water bottle with camper's name written on them
- Items listed in your Deans' letter
- Money for store and mission
- White T-shirt for tie-dye or other art project.

For Hike Day:

- Two water bottles – that's right, TWO!
- Small backpack
- Hat



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- Comfortable hiking shoes/sneakers

Epi-pens or Inhalers: In order to keep an epi-pen or inhaler with your camper, state regulations require special forms (in addition to the health form) signed by both parents/guardians and physicians. The form, called Health Form #3, is available at: www.hortoncenter.org

Health Forms: Your physician signed health forms should be mailed in to: Horton Center Health Form, PO Box J Gorham, NH 03581.

Please do not bring: Cell Phones or other electronic communication devices (campers who bring cell phones must turn them into the camp office for the week); personal listening devices; electronic handheld games, pets; valuables; jewelry; computers; fireworks, SCUBA equipment, skate boards or in-line skates.

If you have any further questions please contact the camp office at 603-545-9660 or by email at hortoncenter@nhcucc.org. We can't wait to see you up at camp!